

Four Cities Coordinated
Stevens Creek Trail Feasibility Study

Preparation for Public Input Meetings

Joint Cities Working Team Summary Meeting Minutes

MEETING LOCATION: Sunnyvale City Hall
West Conference Room

MEETING DATE: April 20, 2015

MEETING TIME: 6:30 p.m.

ATTENDANCE:

Elected Representatives

Mayor Pro Tem Jeannie Bruins, Los Altos
Vice Mayor Tara Martin-Milius, Sunnyvale
Vice Mayor Pat Showalter, Mountain View
Councilmember Darcy Paul, Cupertino
Nai Hsueh, Director, Santa Clara Valley Water District (Excused Absence)

Staff Members

Kent Steffens, Assistant City Manager, Sunnyvale
Carla Ochoa, Traffic Engineer, Sunnyvale
Gail Seeds, Park Restoration and Improvement Manager, Cupertino
John Marchant, Parks Section Manager, Mountain View
Cedric Novenario, Transportation Projects Manager, Los Altos

Consultants

Jana Sokale, Principal Planner, Sokale Environmental Planning
Shawn Spano, PhD, Communications Consultant, Independent Contractor

These meeting minutes, if not corrected at the next meeting by any party in attendance, shall be acknowledged as an accurate report of the events that transpired at this meeting.

- I. **CWG Summary** – Staff provided a summary of the 3/25 CWG meeting. Mayor Pro Tem Bruins noted that the decision was made that the study would be only a technical feasibility study and that the JCWT would wait for public comment and CWG recommendation to discuss what the preferred alignments would be presented to city councils.

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- II. Public Input Meeting Introductory Presentation** –the JCWT noted that the presentation should include the following:
- Project process
 - Summary of the four studied sections
 - Maps of all alignments
 - Graphics of possible treatments
 - Outline of process for accepting comments
 - Should emphasize that in order to avoid misinterpretation of public comments, only written comments will be included as part of the report.
- III. Public Input Meeting logistics** – Mayor Pro Tem Bruins emphasized that all three meetings should be the same format. She also emphasized that all three meetings are open to the all interested parties and are not limited to the hosting city’s residents. Need large meeting room facilities. A facilitator has been hired to facilitate the meetings. Presentation portion of the meeting should be kept to a minimum so as to maximize time available for public input. The Mountain View/Los Altos meeting will have to be rescheduled to accommodate the facilitator’s schedule. It was discussed that the meetings should be organized as follows:
- Staff and Council members should be at the front so the public is speaking to the elected officials
 - Two microphones are desired so as to facilitate the meeting, but one microphone will work
 - All public input meetings should be audio recorded
 - A timer should be visible to facilitator and speakers; the time allotted to each speaker will be decided at another time, but should be the same at all three meetings
 - Consider use of speaker cards at all meetings
 - Consider use of Sign-in sheets at all meetings so public can provide contact info if they want to receive notifications
 - The meetings should have an end time of 9:30 PM, but the JCWT will stay until all attendees who wish to speak have spoken at least once. If necessary due to time constraints, speakers will be limited to speaking at only one of the three meetings.
 - Post project boards around the room
 - Water or coffee should be provided if feasible and allowed by the facility
- IV. Notification of Public Input Meetings**
- Notifications will be sent via blog update, each city’s websites and city standard practices, other social media, and use of A-frame signs.
 - Staff to determine mailing details (i.e. radius and information)
 - All four cities should have the same mailer and should have a consistent mailing radius if possible

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V. **Other business**

- At the CWG 5/7 meeting, we should encourage the CWG to attend the public input meetings
- A deadline should be set for public input. This deadline should be 2-5 days after the last public input meeting.
- Meeting minutes should be posted online
- A summary Q&A from the public input meetings should be posted on the project website
- No video recording of the meetings will be provided

VI. **Set Meeting Additional Dates** – an additional meeting was tentatively scheduled for Monday, May 18th at 6:30 PM. This meeting will only be held if additional coordination is needed to prepare for the public meetings. A meeting following the public comment period has been tentatively scheduled for Monday, June 22nd. As previously noted, the JCWT will discuss the input from CWT, public input learnings, and develop outline for Council presentation package.

VII. **Public Comments** – A member of the public asked whether a written survey was being planned. Other commenters noted the pros and cons with this approach. Staff clarified that surveys were not planned as part of the outreach process but could be reconsidered by the JCWT after the outreach meetings. Audio of meeting, including other public comments, is available upon request. Audio files are too large to post online or to send via email; audio will only be available on CDs.

VIII. **Adjournment**

The meeting was adjourned at 7:57 p.m.